

## Position Description

<b>Position Title:</b>	Lead, Food Systems
Position Number:	900300
Group / Office:	Health Promotion Systems
Tenure:	Ongoing
Full Time Equivalent:	Full time, 1.0 FTE
Classification:	VicHealth Grade D (+ Superannuation)
Location:	Level 2, 355 Spencer Street, West Melbourne
Reports to:	Manager, Food Systems
Further information:	Introducing VicHealth <a href="http://www.vichealth.vic.gov.au">www.vichealth.vic.gov.au</a>

*VicHealth welcomes and values applications from candidates who are of Aboriginal and Torres Strait Islander descent, candidates with culturally diverse backgrounds, candidates with disability and those from the LGBTQIA+ community. We are committed to making reasonable adjustments to ensure a safe and healthy working environment.*

### **About The Victorian Health Promotion Foundation (VicHealth)**

We are the world's first health promotion foundation, and the first organisation of its kind to utilise a hypothecated tax on tobacco to support independent, long-term, evidence-based health promotion practice, partnerships and leadership.

VicHealth works to reduce and eliminate the barriers Victorians face to good health. This purpose drives all that we do and who we are.

We continue to be a global leader in health promotion, as a Collaborating Centre in Health Promotion Leadership with the World Health Organization and a technical partner to UNICEF.

Through world-class research, our work with, through, and for communities, and our strategic partnerships at all levels of government in Australia, we aim to build and use VicHealth's influence, independence, relationships, voice and expertise to reshape the systems that improve health and wellbeing for all Victorians.

The three core systems are neighbourhood and built systems, commercial and economic systems and food systems.

Our work in these systems is aimed at combatting increasing health inequity, and VicHealth's approach reflects three dimensions: climate justice, community agency, and intergenerational wellbeing.

## Position Description

### Purpose of the role

The Lead, Food Systems supports and contributes to the health promotion capacity of VicHealth by:

- supporting the design of approaches and activities to influence systems-based approach to achieve VicHealth objectives
- supporting activating opportunities for system change to achieve VicHealth objectives
- supporting accountability approaches designed to demonstrate achievement of VicHealth outcomes and objectives
- where required, supporting the implementation of grants rounds, by providing expertise, knowledge and capability

The Lead, Food Systems has a close working relationship with the Manager, Food Systems and is expected to develop and nurture excellent relationships across program units and key external stakeholders, including staff in government departments and agencies. In order to achieve this, the person in this role must be able to provide efficient and effective liaison; maintain relationships with stakeholders; and represent VicHealth in a professional manner at stakeholder events.

### Scope of the role

Financial	As per VicHealth Delegation Policy
People	May supervise employees

### Cultural and Professional Standards

The VicHealth Employee Culture Charter guides behaviour by outlining those key principles that set the cultural and professional standards to which all VicHealth staff commit.

To support the ways of working, these behaviours include:

1. **Trust:** working competently with VicHealth's vision, strategy and goals in mind; open, supportive, consistent and respectful communication with internal and external audiences; and working in a way that gains the ongoing respect and continued trust of partners and stakeholders.
2. **Challenge:** being open to doing things differently, to new ideas and processes; embracing change and being comfortable with ambiguity; and resolving conflict constructively.
3. **Accountability:** doing what we say we are going to do; owning our performance and outcomes for the benefit of VicHealth and stakeholders; being a role model for the staff we lead or supervise and for other staff; and encouraging growth in others.
4. **Results:** helping others at all levels, even if outside the scope of our role; being efficient and effective with stewardship of VicHealth assets and funds; and striving to maximise our collective impact.

## Position Description

### Main Role Responsibilities

<b>Functions</b>	<b>Activities</b>
<b>Strategy development</b>	<ul style="list-style-type: none"> <li>Support the iterative development and co-design of Domain strategies that utilise the full breadth of internal and external levers available to VicHealth to influence systems-change.</li> </ul>
<b>Strategy implementation and delivery</b>	<ul style="list-style-type: none"> <li>Support the development of implementation work plans to achieve Domain strategies that:               <ul style="list-style-type: none"> <li>utilise the full breadth of internal and external levers to influence systems-change available to VicHealth</li> <li>maximise impact within VicHealth budget and staff resource</li> </ul> </li> <li>Deliver project management tasks including contract and project management activities as per established organisation-wide policies and procedures.</li> </ul>
<b>Budget and resource allocation</b>	<ul style="list-style-type: none"> <li>Deliver allocated activities within budget and resource allocation including accurate and timely forecasting.</li> <li>Be accountable for financial budget and staff resource in the delivery of activities to achieve VicHealth objectives.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Support monitoring of the implementation and delivery of strategy and workplan to demonstrate learning and progress against the achievement of Domain objectives and outcomes.</li> <li>Support a culture of review and reflection to determine future priorities and actions, and encourage learning from both success and failure.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Clearly communicate the VicHealth strategic direction and priorities to internal and external audiences.</li> <li>Support regular and transparent communication that supports stakeholder engagement and participation.</li> <li>Support consultation and decision making processes and ensures clear, timely communication to support engagement and involvement.</li> </ul>
<b>Partnerships and relationship management</b>	<ul style="list-style-type: none"> <li>Support the active involvement of communities, partners and stakeholders to achieve VicHealth objectives and outcomes.</li> <li>Acknowledge and encourages diverse perspectives and respectful debate to generate ideas and potential solutions.</li> <li>Ensure all partners understand their role, what is expected of them in the partnership and how the partnership connects with the broader system.</li> </ul>
<b>Teamwork</b>	<p>Contributes to the development of a highly effective team by:</p> <ul style="list-style-type: none"> <li>Working collaboratively across the organisation</li> <li>Sharing knowledge and experiences</li> <li>Participating and contributing in team meetings, strategic and corporate planning meetings, team work plans and relevant cross unit working groups.</li> </ul>

## Position Description

	<ul style="list-style-type: none"> <li>• Applying work practices and approaches consistent with established VicHealth processes, and identifying opportunities for development</li> <li>• Identification of potential opportunities for innovation and improving the efficiency and effectiveness of VicHealth's operations</li> </ul>
<b>Equity and Diversity</b>	<ul style="list-style-type: none"> <li>• Contribute to maintaining an environment where differences are valued, encouraged and supported</li> </ul>
<b>Governance, Risk, Behaviour &amp; Conduct</b>	<p>Act in accordance with:</p> <ul style="list-style-type: none"> <li>• The Code of Conduct for Victorian Public Sector Employees as detailed in the <i>Public Administration Act 2004</i> (Vic)</li> <li>• VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Takes reasonable care at all times for their own health and safety and that of others who may be affected by their conduct</li> <li>• Is responsible at all times for maintaining a safe and healthy work environment for all</li> </ul>

## Position Description

### Key Selection Criteria (Knowledge, experience and skills)

<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in Health Promotion, Public Health Nutrition, Project Management or related field</li> <li>• At least 3 years experience working in fields related to health promotion policy and practice, or at least 3 years experience working in project management, with contract management experience</li> <li>• Experience working within the public health, community or government sectors across a range of work areas, health topics, settings, population groups and sectors</li> <li>• Demonstrated ability to learn new approaches and apply them in practice</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Thinks at the big-picture level.</li> <li>• Utilises systems thinking to identify issues, determine possible solutions and plan joint action.</li> <li>• Considers the broader context and connections relevant to a particular change.</li> <li>• Entertains wide-ranging possibilities in developing a vision for the future.</li> <li>• Works across a number of time frames.</li> <li>• Translates strategic directions into day-to-day activities.</li> <li>• Identifies or develops overall team goals and links strategies and actions required to achieve these goals.</li> <li>• Plans and reviews work based on what is important to achieve, rather than what tasks are usually done.</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Designs, implements and manages all facets of a project including resources, personnel, activities, vendors, timelines, deadlines, and materials</li> <li>• Experience in completing day-to-day activities related to a project including but not limited to filling out documents, forms, reports, and other written correspondence.</li> <li>• Communicates effectively and builds relationships with all stakeholders of a project.</li> <li>• Plans and delivers the successful completion of projects.</li> </ul>
<b>Written and verbal communication</b>	<ul style="list-style-type: none"> <li>• Confidently conveys ideas and information in a clear way.</li> <li>• Understands and meets the needs of target audiences.</li> <li>• Welcomes and provides constructive feedback.</li> <li>• Handles difficult and sensitive communications well.</li> <li>• Listens, understands and adapts to audience.</li> <li>• Negotiates persuasively.</li> <li>• Structures written communications effectively to achieve their purpose, conveys ideas and information in a clear way, with a strong understanding of the information needs of target audiences.</li> <li>• Demonstrates excellent attention to detail.</li> </ul>

## Position Description

	<ul style="list-style-type: none"> <li>• Communicates technical issues and ideas in plain English, and listens for feedback.</li> <li>• Uses audience feedback to refine communication and ensure communications are understood.</li> </ul>
<b>Builds and utilises stakeholder relationships</b>	<ul style="list-style-type: none"> <li>• Facilitates cooperation and partnerships.</li> <li>• Values individual differences and diversity.</li> <li>• Develops and maintains strong, positive partner, stakeholder and supplier relationships both internally and externally.</li> <li>• Identifies and manages a range of complex and often competing needs.</li> <li>• Uses understanding of the stakeholder to ensure outcomes are achieved.</li> <li>• Finds innovative solutions to resolve issues.</li> <li>• Builds trust through consistent actions, values and communication.</li> <li>• Keeps stakeholders up to date with issues and developments.</li> <li>• Constructively deals with stakeholder issues.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Commits to team objectives.</li> <li>• Works collaboratively with others to find solutions to problems.</li> <li>• Shares information and knowledge willingly.</li> <li>• Works towards consistency of approach.</li> </ul>
<b>Attention to Detail</b>	<ul style="list-style-type: none"> <li>• Observes fine details.</li> <li>• Identifies gaps in information.</li> <li>• Looks for logical sequences of information.</li> <li>• Highlights practical consideration of plans and activities.</li> <li>• Compares finished work with the expected outcomes to ensure accuracy and thoroughness.</li> </ul>

This position description was updated on 16/09/2024 and is a guide to the role and responsibilities that are required of this position as of this date. Other duties may be required to be undertaken from time to time. This position may involve limited work-related travel to visit other stakeholders or attending conferences, including working from locations other than the VicHealth office. Additionally occasional work outside core business hours may be required.